

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3045-0137)

TITLE OF INFORMATION COLLECTION:

AmeriCorps Enterprise-wide Partner Survey: Customer Feedback

PURPOSE:

The Corporation for National and Community Service (dba AmeriCorps) requests approval from the Office of Management and Budget (OMB) to administer a survey as part of its outcome evaluation of AmeriCorps partners under the “Generic Clearance for the Collection of Routine Customer Feedback (OMB Control Number: 3045-0137).” The current application discusses the partner survey. An accompanying application discusses the participants survey. Under this generic clearance request, AmeriCorps would like to obtain feedback from a sample of 180 grantees and sponsors (partners) to test for potential problems with the survey such as for example, confusing or poorly worded questions, question logic and flow, and survey length. AmeriCorps will also use the results from the customer feedback to test the psychometrics properties of the questions and improve the survey instrument.

The Partner Survey aims to measure AmeriCorps’ impact on its partners from initial outreach and recruitment to application and program close out. This survey will be the agency’s primary source for identifying implementation challenges and promising practices in how AmeriCorps offices communicate with and interact with funded partners (e.g., grantees and sponsors). The collected information will guide the agency’s effort on programmatic improvements and mitigate potential challenges as part of a continuous improvement and exceptional customer experience efforts.

DESCRIPTION OF RESPONDENTS:

The respondents are AmeriCorps grantees and sponsors (partners) who have received funding to implement a project to address the needs of local communities.

Partners are nonprofit organizations, federally recognized Indian tribes, public, private, tribal, or faith-based nonprofit organizations as well as local or state agencies.

TYPE OF COLLECTION: (Check one)

- | | |
|---|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input checked="" type="checkbox"/> Other: <u>AmeriCorps Partner survey</u> |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.

4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Huda Hamdan, COR

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
30 representatives from each type of AmeriCorps (ASN, VISTA, NCCC) and AmeriCorps Seniors programs (RSVP, FGP, SCP)	180	20 minutes	60 hours
Totals	180	20 minutes	60 hours

FEDERAL COST: The estimated annual cost to the Federal government is \$19,600

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?

Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The AmeriCorps Office of Regional Operations maintains a list of grantees and sponsors for their active AmeriCorps and AmeriCorps Seniors projects. This list defines the universe of potential respondents.

The list will be randomly sampled to select 30 partners AmeriCorps and AmeriCorps Seniors program.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

Web-based or other forms of Social Media

Telephone

In-person

Mail

Other, Explain: online survey

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts are submitted with the request.